

California Housing Finance Agency

Job Opportunity

Student Assistant Fiscal Services

Salary Range	\$7.86-9.70 per hour
Final File Date	2/24/2006
Division	Accounting Division <i>Note this Division on the front of your application.</i>
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Temporary/Part-time We're looking for someone who can work a minimum of 15 hours per week.
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Employment is based on continued enrollment in a university or college program.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the Student Assistant position in the Accounting Division.</i>
Duties	<p>The Student Assistant would work under the general supervision of a Mortgage Loan Accounting Administrator or Supervisor in the Single Family Unit of the Accounting Division.</p> <p><u>Essential Functions:</u></p> <p>75% Retrieve, sort and log paid-in-full loan documents stored in the Fiscal Services Storage Room.</p> <p>10% File and organize promissory notes purchased each week or retrieve various documents from the Fiscal Services Storage Room.</p> <p>10% Review loans which have been approved for purchase to ensure that all required legal documents have been received, have been completed correctly and have been properly endorsed.</p> <p><u>Marginal Functions:</u></p> <p>5% Other duties as required such as assisting other Single Family staff in the completion of assignments.</p>
<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	
2/10/2006	